

GENERAL MANAGEMENT ASSISTANCE CONTRACT (GMAC)



Annual Report
September 1, 2002 to September 30, 2003

Prepared by:

Mega-Tech, Inc.

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1. Introduction

This is the second Annual Report of the General Management Assistance Contract (GMAC) between the U.S. Agency for International Development Mission to South Africa (USAID/South Africa) and Mega-Tech, Inc. (MTI), which was signed on August 31, 2001. GMAC is a cost-plus-fixed-fee term contract that provides administrative, management, and logistical support to USAID/South Africa's Housing and Urban Environment Team (SO6), Private Sector Team (SO5), and Regional Urban Development Office for Africa (RUDO/Africa). Through this \$17.9¹ million contract, MTI provides a broad range of services requested by these offices to support USAID programming in the areas of technical assistance, training, monitoring/evaluation, and grants management through September 30, 2005. This report covers GMAC progress from September 1, 2002 through September 30, 2003.

2. Programming

GMAC programming is organized on a task order system in which GMAC's USAID Cognizant Technical Officer (CTO) issues written requests for specific services on an as-needed basis, outlines the scope of work to be undertaken through individual task orders; identifies, in certain cases, potential sources of the services requested; and defines the maximum budget and applicable USAID funding sources for the requested services. The GMAC task ordering system is the primary tool for managing program work under the contract and has been instrumental in ensuring smooth contract-related communications and reporting between USAID and MTI.

2.1 General Overview

2.1.1 Activities

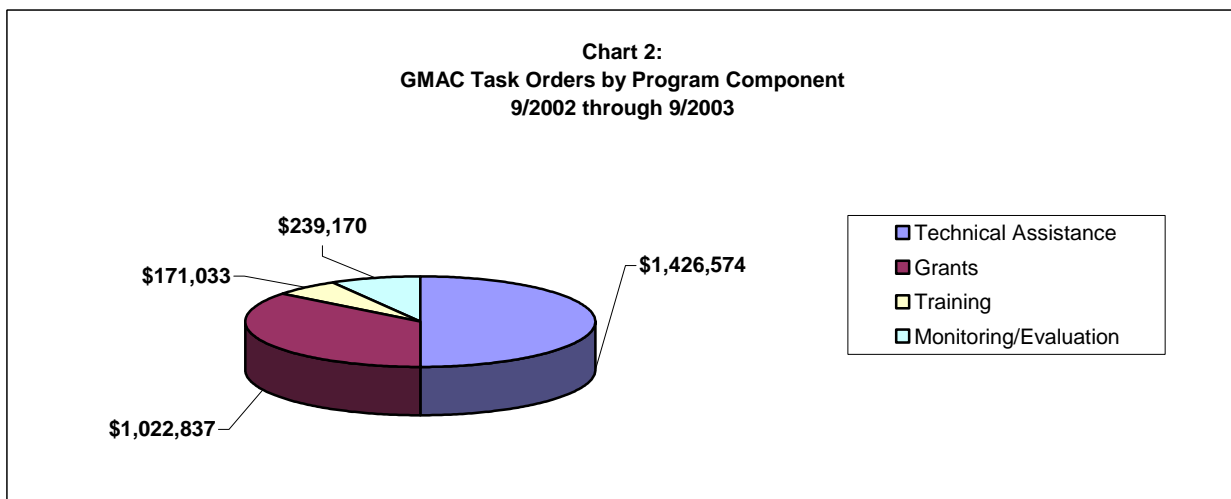
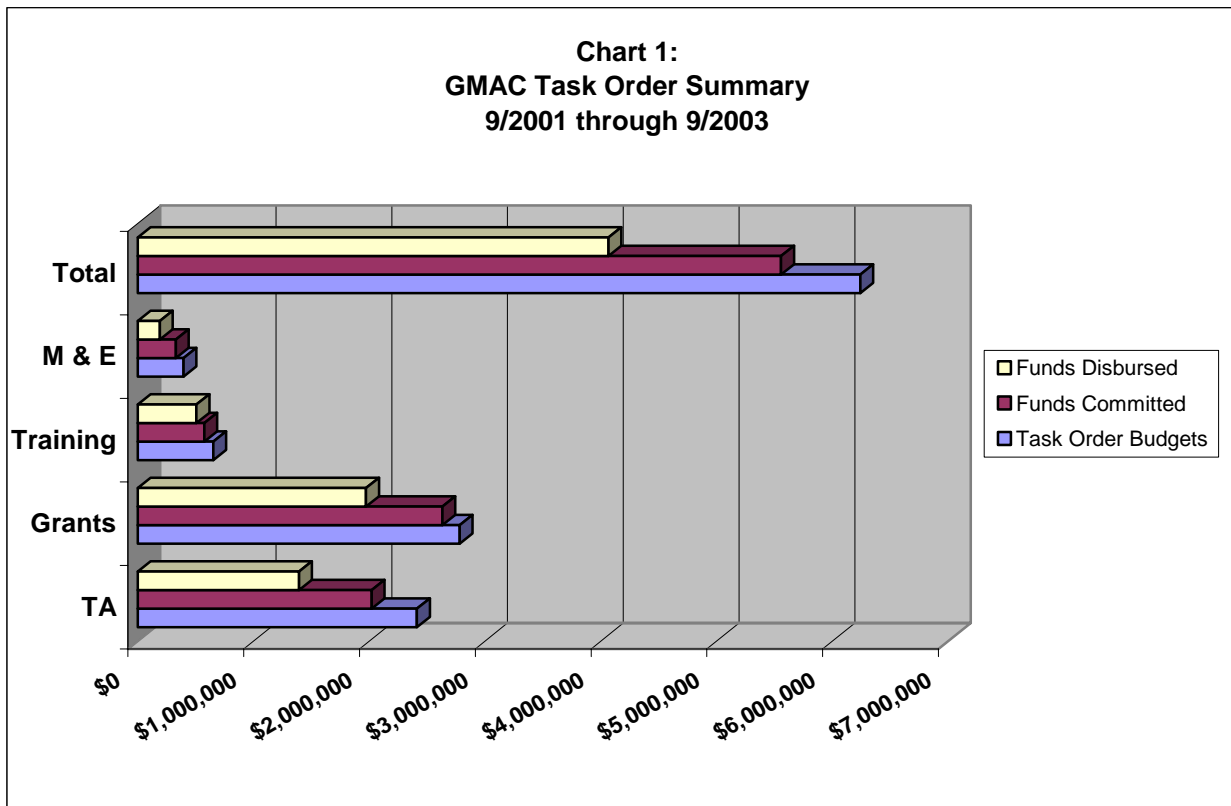
Since the start of the contract, we have acted on 101² USAID task orders with budgets totaling \$6.24 million. The task ordered activities were distributed by program component as shown in Chart 1 below and ranged in value individually from \$400 to \$250,000. Through 9/30/03, we have entered into contractual commitments totaling \$5.56 million and disbursed \$4.07 million for USAID-supported technical assistance, grants management, training, and monitoring/evaluation activities.³ The Task Order Summary Sheet, found as Attachment C, provides details of the types, numbers, values, and implementation schedules of all GMAC task orders issued to date.

During the period, we received 39 new task orders from USAID with budgets totaling \$2.86 million and distributed by program component as shown in Chart 2 below. This has brought to 80 the total number of task orders that were active and at various stages of development, implementation, or completion during the course of the year. This included 41 long-term task ordered activities carried over from the previous year.

¹ As amended through GMAC Contract Modification No. 7 on 9/30/03, the last day of the annual reporting period, from \$14.36 million. The contract has \$13,869,830.04 in currently obligated funding.

² This excludes eight additional task orders that were issued and then subsequently cancelled by USAID.

³ Value Added Tax (VAT)-inclusive figures are used throughout the Annual Report text.



A total of \$2.79 million in new funding commitments for subcontracts and subgrants were entered into this year, while disbursements during the course of the year reached \$2.6 million⁴, representing a 82 percent increase over the previous year's total of \$1.4 million. A breakdown of funding commitments and disbursements this year by program component are shown in the table on the following page.

⁴This includes continuing disbursements on subcontracts and subgrants signed during the previous annual reporting period.

2001/2002				2002/2003			TOTAL			
	Task Order Amount	Funds Committed	Funds Disbursed	Task Order Amount	Funds Committed	Funds Disbursed	Task Order Amount	Funds Committed	Funds Disbursed	
TA	\$985,357	\$635,438	\$209,561	\$1,426,574	\$1,385,158	\$1,113,862	\$2,411,931	\$2,020,596	\$1,323,422.59	*
Grants	\$1,758,889	\$1,586,889	\$830,517	\$1,022,837	\$1,044,837	\$1,176,403	\$2,781,726	\$2,631,726	\$2,006,920.00	**
Training	\$482,492	\$459,026	\$388,411	\$171,033	\$116,244	\$116,410	\$653,525	\$575,270	\$504,821.00	
M&E	\$156,460	\$91,527	\$8,765	\$239,170	\$238,670	\$162,948	\$395,630	\$330,197	\$171,713.00	
Total	\$3,383,198	\$2,772,880	\$1,437,254	\$2,859,613	\$2,784,909	\$2,569,623	\$6,242,811	\$5,557,789	\$4,006,877	

* Disbursed amount include approximately \$52,000 for USAID-authorized TA not attributable to task orders.

** Disbursed amount for 01/02 includes approximately \$250,000 advanced during the early stages of the contract of which only \$32,000 remains unliquidated and is included in the 02/03 disbursed amount.

2.1.2 General Trends and Issues

Several key features characterized the overall GMAC program portfolio during its second year:

- There has been a continuing strong orientation to activities in the technical assistance and grants fields, both in terms of the total number of task ordered activities and the total budgets allocated. Over 70 percent of active task orders and 85 percent of the GMAC programmatic budget this year were for technical assistance and grants management activities. By comparison, the GMAC's training and monitoring/evaluation components were relatively underutilized.
- A shift toward higher value task ordered activities has taken place, reflecting increased use of the contract to address core USAID programming objectives. The average GMAC task order value increased from \$54,568 to \$73,323, or by 34 percent, between GMAC's first and second years.
- The pace of GMAC fund commitment and disbursement has greatly accelerated, reflecting the expansion of the GMAC task order portfolio in the second year of the contract and the higher average value of the task ordered activities undertaken.
- Continuing financial management challenges have been posed for USAID, MTI, and GMAC subcontractors and subgrantees alike by extreme exchange rate fluctuations, including a 30 percent devaluation of the dollar against the rand this year.
- There has been increased attention to and expanded contractual responsibility for performance monitoring and data quality assessment services to USAID for task ordered GMAC activities, as formalized through GMAC contract modification no. 7 executed on September 30, 2003.

2.2 Technical Assistance

2.2.1 Activities

Since contract inception, we have received a total of 42⁵ task orders under the technical assistance (TA) component with maximum authorized budgets totaling \$2.41 million and ranging in value individually from \$800 to \$250,000. Our subcontracting actions to date for TA have committed more than \$2.02 million (or 84 percent of the maximum authorized TA task order budget amounts), of which \$1.3 million (or 66 percent of the MTI committed amount) has been disbursed. All TA task orders received from USAID to date have been acted on by MTI and are at various stages of development, implementation, or closeout, as detailed in Attachment C.

During the 2002/2003 annual reporting period, 30 TA task orders were active, including 17 which were newly received during the course of the year and continuing activities on 13 other more long-term activities initiated in the previous year. Disbursements this year for TA activities reached \$1.3 million, which represents a 79 percent increase over the \$209,561 disbursed during the previous annual reporting

⁵ This excludes 3 additional technical assistance task orders that were issued and subsequently cancelled by USAID.

period. The success of this effort is partially attributable to MTI's effective use of the fixed price and deliverable-based approach to subcontracting and the substantial increase in the average value of subcontracts task ordered by USAID this year.

2.2.2 Technical Highlights

Noteworthy activities under the technical assistance component this year have included:

National Housing Policy and Research Assistance (Task Orders 33, 34, and 43 TA) – SO6 has provided extensive support through GMAC this year to South Africa's Department of Housing in its efforts to define a new long-term policy framework for the country's renowned national housing program. First, MTI subcontractors Sigodi Marah Martin and Shikanda assisted the Department to implement a nationwide series of 14 workshops with national, provincial, municipal, and non-governmental stakeholders regarding the achievements and shortcomings of the national housing program during the 10 years since transformation. Subsequently, and with the assistance of respected South African and international housing experts under six current GMAC subcontracts, the Department is developing a detailed national housing policy and research agenda for the next decade, which will be considered at the national housing summit planned for November of 2003.

Cape Town Business Units Establishment (Task Order 32 TA) – SO6 has established a strong partnership with the City of Cape Town to strengthen internal transformation efforts to improve service delivery. The City's objective is to achieve improved service delivery for water, electricity, and solid waste management services by restructuring itself into business units with increased decision-making autonomy. Under an MTI subcontract, PricewaterhouseCoopers consultants evaluated the City's core service delivery capabilities, assessed corporate governance requirements, reviewed business processes, and defined new organizational interfaces to ensure effective service delivery.

JHC Design Assistance (Task Order 31 TA) – The Brickfields project, a 1,000 unit mixed income, mixed use, and predominantly residential development on a well-located site in the inner city area of Johannesburg, has been identified by the national Department of Housing, the City of Johannesburg, and other key agencies as a substantial contributor and model for inner city renewal in Johannesburg and nationwide. The Johannesburg Housing Company (JHC), the project developer, approached SO6 for assistance in bringing U.S. urban renewal experience and best practice to bear on the project design. In response, MTI engaged a noted US-based urban designer, Jonathan Lane, to review and comment on the preliminary project designs. Based on Mr. Lane's review, the planning and design proposals were improved substantially, attracting support from all key project sponsors.

Tshwane/Mogale Financial Assessments (Task Order 36 TA) – This project served as the second phase of testing of an innovative municipal financial assessment "best practice" methodology developed last year by MTI subcontractor Deloitte & Touche. The methodology helps municipalities calculate the costs of providing basic services and promotes awareness by municipal officials and councilors of the importance of accurate operational service cost information. MTI was pleased to be able to award a contract to small, disadvantaged contractor, Linkages Consulting, which first tested the manual to determine its appropriateness and then modified it based on inputs from Tshwane and Mogale municipal officials. Based on the success of this effort, the National Treasury has indicated strong interest in rolling out this methodology nationwide.

Livingstone Local Economic Development Strategy (Task Order 23 TA) – One of the few regional activities requested by RUDO in the past year involved review of the potential for improved local economic development in the city of Livingstone, Zambia. The collapse of the city's manufacturing base in recent years has led to a high level of unemployment. Thus, job creation, economic diversification, and restoration of the city's economic vibrancy are core objectives of local decision makers. MTI subcontractor, Ebony Consulting International, and its Zambian partners completed a sectoral analysis that

identified tourism at the heart of the City's future growth and development. Eight clusters of strategic initiatives and nine key projects were proposed that would enable Livingstone to 'come out of the economic shadow' of the neighboring city of Victoria Falls, Zimbabwe.

2.2.3 Trends and Issues

Key features of the GMAC technical assistance portfolio this year were:

- There has been a trend toward higher value technical assistance activities with more well-defined and less opportunistic relationships to established USAID program objectives. The average value of the TA task orders received in this reporting period was \$83,916, which was a marked increase over the average task order value of \$39,414 recorded during the previous annual reporting period. This has contributed to both an increased rate of fund commitment and disbursement under this GMAC component.
- In line with the above, increased synergy has been achieved in the programmatic impact of task ordered activities. A number of technical assistance activities this year have provided for the roll out of project design activities previously funded through GMAC and/or involved multiple linked subcontracts directed toward addressing a single programmatic objective.
- USAID, MTI, and our subcontractors have been faced with continuing budgeting and financial management challenges relating to severe exchange rate fluctuations. To a significant extent, these have been addressed by pricing subcontracts executed with South African consultants in Rands and establishing maximum contract ceiling prices expressed in dollar terms. However, the current USAID maximum daily rate is not attractive to highly qualified subcontractors for technical assistance assignments.

2.3 Grant Administration

2.3.1 Activities

Since the start of the contract, we have acted on a total of 27⁶ task orders for grants administration (GA) services with maximum authorized budgets totaling \$2.78 million and ranging in value individually from \$14,478 to \$250,000. We have committed \$2.63 million for GMAC subgrants to date (or 95 percent of the maximum authorized task order budget amounts), of which \$1.97 million (excluding advances), or 72 percent of the MTI committed amount, has been disbursed. All GA task orders received from USAID to date have been acted on by MTI and are at various stages of development, implementation, or closeout, as detailed in Attachment C.

All ongoing GMAC grants were identified and selected through the following mechanisms:

- 2 grants previously identified, but not funded, through the SO6 2000-2001 SO6 Annual Program Statement process
- 4 grants from the SO6 2001-2002 Annual Program Statement issued in November 2001
- 14 grants through an SO6 Request for Applications (RFA) entitled "Promotion of Sustainable Development and Climate Change" issued in December 2001 13 grants through the SO6 2002-2003 Annual Program Statement issued in September 2002 4 grants identified through unsolicited proposals to SO6 and authorized for sole source acquisition by the USAID Contracts Office

In addition, in the latter part of this annual reporting period, we provided extensive assistance to the development, issuance, and initial grant selection process associated with SO5's 2003-2004 Annual Program Statement, for which we will begin work on eight new task ordered subgrants in October of this year.

⁶ This excludes 5 other grants management task orders that were issued and subsequently cancelled by USAID.

During the 2002-2003 annual reporting period, 27 GA task orders were active, including 6 newly received during the course of the year and 21 more long-term grants executed in the previous year for which we had continuing management responsibilities. Disbursements for grants during this reporting period reached \$1.18 million, which represents a 42 percent increase over the \$830,517 disbursed for this purpose during the previous annual reporting period. The success of this effort is largely attributable to MTI's effective use of the simplified grants procedure, which operates on a cost-reimbursement basis, and a substantial increase in the average value of grants executed this year.

Technical monitoring of the programs undertaken by GMAC grantees is undertaken jointly by USAID and MTI. MTI, however, reviews all deliverables and approves reimbursement. The timely submission of acceptable deliverables has been the key monitoring tool for MTI, supplemented with regular site visits and constant communication with grantees.

2.3.2 Technical Highlights

Noteworthy task ordered activities under the grants administration component this year have included:

South Africa Cities Network (Task Order 27 GA) – Following the support provided last year through the GMAC technical assistance component for the successful establishment of the SACN, SO6 tasked MTI to award and manage a \$250,000 grant to this key municipal service delivery partner organization. Grant funds are being used by SACN to further consolidate its network among the nine largest cities in South Africa and to address strategic issues of economic growth and urban poverty through a common strategy development process. Through its GMAC grant, the SACN is facilitating the development of city development strategies in the areas of informal settlement upgrading, economic development, HIV/AIDS programming, benchmarking performance, improved metropolitan transport, and intergovernmental fiscal programs.

Consortium for Urban Transformation (Task Order 3 GA) – This dynamic grant program supports the demonstration of viable options for inner city revitalisation in the Burgers Park neighborhood of Pretoria. In the past year a revolving capital loan fund was established and construction financing provided to complete a 25-bed transitional housing facility, 27 units of community housing, as well as 16 family units for people from disadvantaged backgrounds. In this way, it has not only succeeded in demonstrating diverse housing options in the city, but has also managed to influence the national government's new Social Housing Bill and draft Policy on Communal Housing. The grant's final component, a desperately needed AIDS Care Center and therapeutic facility, is on track for its scheduled completion in March 2004.

Parallax (Task Order 10 GA) – This subgrant was selected under the "Climate Change and Development Demonstration Grants" program sponsored jointly by USAID and the Department of Environmental Affairs and Tourism (DEAT) to demonstrate effective linkages between climate change and sustainable development. Through the project, 90 solar home energy system packages and stoves with bottled LP gas have been sold on a semi-commercial basis to residents of a remote village in KwaZulu Natal. Parallax, itself a small business in the alternative energy field, has trained a team of four residents from the community to operate the "Switch On" business, which installs and maintains the systems. Customers have entered into a financing agreement, with an affordable monthly payment, allowing them to own the energy package supplied. The results to date have generated considerable interest from national government as a possible alternative model for rural electrification.

AMICAALL (Task Order 31 GA) – In 1998, African leaders formed the Alliance of Mayors and Municipal Leaders on HIV/AIDS to promote actions that contribute to limiting the spread of HIV/AIDS and alleviating its social and economic impact on African communities. With support from UN partners, the AMICAALL (Alliance of Mayors' Initiative for Community Action on AIDS at the Local Level) strategy has been developed and is being implemented in each of the Alliance member countries. GMAC grant funding is being used by AMICAALL to support country program implementation in Namibia and to

strengthen ties with USAID missions undertaking HIV/AIDS programs in Burkina Faso, Côte d'Ivoire, Mali, Namibia, South Africa, Swaziland, Tanzania, Uganda and Zambia.

2.3.3 Trends and Issues

Key features of the GMAC grants administration portfolio this year were:

- There has been a trend toward higher value subgrants. The average value of individual new GMAC subgrants executed during the current reporting period was \$170,473, which was a marked increase over the \$83,757 average for the previous reporting period. This has contributed positively to an increased rate both of fund commitment and disbursement under this GMAC component.
- The limitation imposed on the lifespan of individual grants by the relatively short GMAC contract period continues to be an issue of concern. As we are now moving into the third year of the planned 5-year GMAC contract, short-term emphasis should be placed on identifying and initiating all grant rounds to be undertaken through the balance of the contract.
- An increased emphasis has been placed on the provision of assistance to grantees and USAID alike to ensure effective indicator tracking and data quality assessment under GMAC grant activities.
- The 30 percent devaluation of the Dollar against the Rand this year has presented a severe financial management challenge to our subgrantees. We have placed considerable emphasis this year on strategies to alleviate the effects of exchange rate shifts by working with grantees to implement cost cutting measures and through agreements with USAID to anticipate a downward trend in the value of the Dollar in defining the maximum Dollar budgets of grants.

2.4 Training

2.4.1 Activities

Since contract inception, we have received a total of 24 task orders under the GMAC training (TR) component with maximum authorized budgets totaling \$653,525 and ranging in value individually from \$600 to \$227,000. Through 9/30/03, we have made funding commitments of \$575,270 (or 88 percent of the of the maximum authorized TR task order budget amounts), of which \$504,821 (or 88 percent of the total committed amount) has been disbursed. All TR task orders received from USAID to date have been acted on by MTI and are at various stages of development, implementation, or closeout, as detailed in Attachment C.

During the 2002-2003 annual reporting period, 15 TR task orders were active, including 11 newly received during the course of the year and continuing work on 4 long-term training activities initiated in the previous year. The average value of individual TR task orders received from USAID this year dropped to \$15,548 from the \$37,115 average value recorded in the previous annual reporting period. Similarly, disbursements this year for TR activities declined from the \$388,411 recorded last year to \$116,410. These decreases are associated with the reorientation of incoming USAID TR task orders away from the more large scale training assistance contracts that characterized programming last year and toward more low value and labor-intensive participant training activities.

2.4.2 Technical Highlights

Noteworthy task ordered activities under the GMAC training component this year have included:

Bogotá Transport Conference (Task Order 17 TR) – This participant training activity involved sending eleven South African representatives to the “International Seminar on Human Mobility” hosted by the Institute of Urban Development of the Municipality of Bogotá, Colombia. The group included representatives from the transport departments of South Africa’s nine largest cities, private sector representatives involved in the provision of public transport, and central government policy makers in the transportation field. The seminar was an opportunity for the participants to witness Bogotá’s innovative

mobility strategy and achievements. These included Latin America's largest network of bicycle paths (250 km), the renowned bus rapid transit system called TransMilenio, the world's longest pedestrian corridor (17 km), and the celebration of the world's biggest Car Free Day (covering an entire city of 35,000 hectares). The participating South African cities are now preparing integrated transport plans and optimal mode and route planning for public transport. The seminar also provided a forum for these key stakeholders to come together to discuss the way forward in South Africa's transport planning.

Green Procurement (Task Order 24 TR) – This participant training activity sent the Director of Energy Efficiency of South Africa's Department of Minerals and Energy to attend an international workshop on energy efficient government purchasing in Beijing, China. The main aim of the workshop was to share experiences between different countries regarding energy efficiency procurement and energy management practices in the public sector. This workshop took place at an opportune time, as South Africa is preparing to implement its own program of energy efficiency improvements in the public sector, as agreed by the Cabinet. The participant said that the conference provided much needed information and strategic thinking on how to move forward with energy efficiency improvements in government operations in South Africa.

Grantee Indicator Tracking (Task Order 14 TR) – This group training activity involved bringing together GMAC grantees funded under the "Climate Change and Development Demonstration Grants" program. The workshop provided useful training on performance monitoring in general, as well as the specifics of monitoring and reporting on USAID Global Climate Change (GCC) and sustainability indicators. The two-day workshop, held on the site of one of our funded projects, also provided an ideal opportunity for technical sharing and networking among GMAC grantees, with the result that several promising technical linkages were identified.

2.4.3 Trends and Issues

Key concerns regarding the GMAC training portfolio this year were as follows:

- Fund commitment and disbursement rates for training this year have been low as a result of the low value TR task orders issued to us by USAID. We believe that consideration should be given to strategies that would (a) reallocate a portion of the GMAC TR budget to other more compelling grant or technical assistance uses and/or (b) provide MTI staff assistance to SO6, SO5, and RUDO to identify, plan, and implement more large-scale training activities that support core technical office programming objectives. Opportunities for the latter might include (a) curriculum development or research support to South African educational institutions for improved urban management, energy efficiency, or sustainable settlements and (b) increased use of training resources to support sustainable capacity building of GMAC grantee organizations in the areas of financial management, project management, and performance monitoring.
- The minimum timeline required by USAID/Washington for the processing of participant training requests doubled this year, and this change has seriously affected our ability to address task ordered participant training requests on short notice. In order to ensure compliance with USAID requirements and better address USAID technical office expectations and trainee needs, we propose introduction of routine semi-annual joint planning sessions with our USAID technical office clients to assist with identification, selection, scheduling, and evaluation of participant training opportunities.

2.5 Monitoring and Evaluation

2.5.1 Activities

This GMAC program component has had the least number of activities. Since contract inception, we have received a total of 8 GMAC monitoring & evaluation (ME) task orders ranging in individual value from \$10,525 to \$90,000 and with maximum authorized budgets totaling \$395,630. We have committed \$330,197 for ME subcontracts to date (or 84 percent of the maximum authorized task order amount), of which \$171,713 (or 52 percent of the committed amount) has been disbursed. All ME task orders received

to date have been acted on by MTI and are at various stages of implementation, as detailed in Attachment C.

During the current 2002-2003 annual reporting period, all 8 ME task orders received to date (two of which were multi-year subcontracts) have been active, including 5 new task orders received during the course of this year. Disbursements for ME this year reached \$162,948, which represents a significant increase over the \$8,765 in disbursement recorded in the previous annual reporting period.

2.5.2 Technical Highlights

Noteworthy task ordered activities under the GMAC monitoring & evaluation component this year have included:

SO5 Data Quality Assessment (Task Order 5 ME) – USAID requires all program performance data presented in its annual reports to be valid, complete, accurate, and consistent with management needs. To fulfil this requirement, SO5 tasked MTI with undertaking a Data Quality Assessment (DQA) of SO5 programming on their behalf. The primary objective of this activity was to assess both the quality of SO5 indicators and of the performance monitoring data collected and reported on by individual implementing partners. MTI engaged a three-person team from Khulisa Management Services to undertake the DQA over a one-month period. The major findings of the assessment were that key SO5 partner data collection and reporting systems are generally sound but that several of the existing indicators were of low quality. This assessment has helped SO5 to revamp and strengthen its Performance Monitoring Plan.

SAIBL Project Evaluation (Task Order 7 ME) – The South Africa International Business Linkages (SAIBL) program provides training and technical assistance to small and medium scale, historically disadvantaged South African businesses for the purpose of identifying and effectively exploiting new markets, building business capacity, and securing finance to increase and upgrade production. SAIBL also promotes business linkages between assisted businesses and more established local, regional, and U.S. enterprises toward the goals of increased trade and technology transfer. SAIBL, which is implemented through a cooperative agreement with the U.S.-based Corporate Council on Africa (CCA) and its subcontractor Ebony Consulting International (ECI), is a major component of SO5's efforts to create market driven employment opportunities. An evaluation of the impact of the program conducted by MTI subcontractor KNC and Associates concluded that SAIBL is one of the most effective programs of its kind in South Africa. In addition, valuable insights were provided that will enable SO5 and the program implementers to continue to improve service provision to participating businesses in the future.

2.5.3 Trends and Issues

GMAC Contract Modification No. 7 expanded the GMAC services to include responsibility for an array of performance monitoring and evaluation services to our USAID technical office clients. These included establishing performance indicators, monitoring progress towards the achievement of those indicators, and qualitative assessment of the data collected. This is expected to lead to more subcontracted activities under the ME component as well as expanded MTI field office staff responsibilities for direct provision of performance monitoring services.

3. Operations

3.1 General Administration

In March of this year, the MTI field office moved from its previous location in Arcadia to a new location in Brooklyn for security reasons and to relocate closer to the new USAID offices. All office facilities, equipment, and systems are fully operational, and we do not anticipate major expenditures for this purpose for the balance of the year beyond repair and replacement of the used office equipment and furnishings provided by USAID at contract inception on an "as needed" basis.

To effectively carry out key GMAC functions relating to the procurement, ongoing management, and closeout of subcontracts and subgrants on behalf of USAID, we have placed considerable emphasis on the development and continuous updating of model systems, procedures, and documentation needed for this purpose. We are currently working to update and improve our project management database systems to better address the needs of our rapidly growing program portfolio. We expect to complete this process in late 2003.

3.2 Personnel Management/Level of Effort (LOE)

Attachment A provides an LOE tracking sheet which shows LOE expended during the 2002-2003 annual reporting period as well as cumulative LOE expended to date since contract inception. Staffing levels have remained unchanged during the year. However, two new positions in the MTI field office – a Project Manager and Training/Project Assistant -- have been approved in conjunction with GMAC Contract Modification 7. Recruitment is underway, and the two positions will be filled in the near future.

3.3 Financial Management

Attachment B provides a summary of overall GMAC expenditures charged to USAID since contract inception. A total of \$6.34 million has been expended to date at an average rate of \$254,000 per month for combined programming and operations, while \$2.57 million was disbursed during the 2002-2003 annual reporting period, a 74 percent overall increase. Approximately 64 percent of disbursements have been for program activities and the balance for staffing, other direct costs, overhead, G&A, fees, and VAT expenditures.

3.4 Liaison with USAID/Reporting

Because of our role as a de facto administrative adjunct to USAID/South Africa offices and the broadly defined nature of the GMAC scope of work, close day-to-day communication and collaboration with USAID staff has been crucial to efficient implementation of our contract responsibilities. Since the early days of the contract, a monthly meeting of MTI field office staff, the GMAC CTO, and (when schedules allow) our USAID Regional Contracts Office representative has been held to discuss and address current programming and operational issues. A monthly issues memo prepared by the GMAC COP and a detailed task order tracking sheet is provided, which provides continuously updated information to USAID on the status of GMAC work. The MTI field office also works closely with our USAID technical office clients to provide reporting of accrued expenditures and grant project status on a quarterly basis; grant project data on a semi-annual basis; and program-related performance monitoring data and data quality assessment on an annual basis.

With our expanded contractual responsibility for performance monitoring and data quality assessment, as formalized through GMAC contract modification no. 7, an additional dimension has been added to GMAC reporting activities. To ensure the correctness of reported performance data, MTI/SA has over the past year designed and implemented systems and procedures for data quality assurance consistent with USAID guidance. Elements include training grantees in performance monitoring and data collection, working with new grantees to develop data quality plans, reviewing grantee data quality systems, and ensuring that complete documentation relating to data collection, generation, and manipulation accompany all GMAC grantee data inputs for the USAID Annual Report. Considerable staff and consultant resources have been applied to these reporting and data quality activities, and this can be expected to increase in the coming year as additional USAID reporting requirements with regard to Presidential Initiatives are applied to GMAC activities.

An issue of concern to date is the lack of a formal mechanism by which USAID's Performance Monitoring Plan reporting requirements, including the designated indicators and reporting schedules, are

communicated to us by our USAID technical offices clients. The resulting lack of clarity increases the likelihood of ad hoc and last minute USAID requests for data, which have not been included in GMAC's formal data quality system and thus which GMAC subgrantees and partners cannot adequately address.

3.5 **Contract Modifications**

The GMAC contract, as originally signed, was a \$9.357 million contract with an initial two-year base period and with options for an additional three years. Through 9/30/03, eight modifications to the GMAC contract have been executed which have extended the contract period through September 30, 2005:

- Mod. No. 1 (September 27, 2001) increased obligated USAID funding to \$3,567,698
- Mod. No. 2 (November 28, 2001) increased the contract base period budget to \$9,807,000 and authorized VAT reimbursement by USAID under the contract
- Mod. No. 3 (June 12, 2002) extended the contract base period by one year to October 15, 2004, redefined and increased the base period level of effort, allowed a "buy-in" to the contract by the USAID/South Africa Private Enterprises Office (SO5), and clarified various contract provisions
- Mod. No. 4 (June 12, 2002) increased the base period level of effort from 201 to 280 person months, increased the base period budget to \$14,356,738, further clarified the contract scope of work, and corrected administrative errors in previous modifications
- Mod. No. 5 (July 16, 2002) increased obligated USAID funding to \$5,652,198.00
- Mod No. 6 (Sept. 30, 2002) increased obligated USAID funding to \$9,910,288.69
- Mod No 7 (September 30, 2003) amended the scope of work, budget, and LOE; extended the contract to 9/30/05; and increased the obligated funding to \$10,919,438.04
- Mod No 8 (September 24, 2003) increased the obligated funding to \$13,869,830.04

4. **Summary Issues and Recommendations**

This annual report has examined activities, trends, issues, and opportunities associated with GMAC programming and operations in the past year. The following highlights key recommendations for action in future months:

Task Order Planning – We recommend renewed attention to collaborative work planning by USAID and MTI to identify and realistically schedule upcoming GMAC task order requirements. More specifically, we recommend (a) a resumption of joint planning sessions with USAID technical office representatives to identify potential GMAC task ordered activities on a quarterly meeting basis and (b) institution of bi-annual joint planning sessions with USAID technical office clients to specifically identify, budget, and schedule appropriate participant training opportunities for USAID partners with sufficient lead time to both ensure compliance with new USAID/Washington participant requirements and ensure a "customer friendly" experience for the trainees involved.

Performance Monitoring and Data Quality Assessment – This year, USAID as a whole has placed increased emphasis on performance monitoring and more rigorous attention to data quality assessment, and the GMAC contract has been modified to increase our responsibilities in these respects. To ensure that the required data is collected, verified, and reported in time to meet the broad and fluid range of USAID PMP and Presidential Initiatives requirements and schedules, we recommend that detailed, formal instructions are communicated to GMAC in writing early in the annual reporting cycle and modified as necessary thereafter for each partner. This data "map" will then serve as our basis for negotiating reporting requirements with each partner and ensuring all grant agreements and applicable subcontracts reflect these requirements.

Grant Execution Timetables -- A recurring issue since project inception has been the limitation imposed on the lifespan of individual grants by the short GMAC contract period vis-à-vis the typical two-year timeframe for SO6 and SO5 grant activities. GMAC Contract Modification No. 7, which extended the contract period by one year to September 30, 2005 following two previous one-year extensions, has provided a respite. Furthermore, the careful scheduling of grant rounds and the “front loading” of such grants may also do much to alleviate this structural issue. Accordingly, we recommend in-depth discussion between MTI staff and USAID technical office clients to define and begin work on grant rounds planned for the balance of the GMAC contract period within the next few months.

Exchange Rate Shifts – The sharp 30 percent decline in the value of the Dollar against the Rand this year has posed severe financial management challenges for USAID, MTI, GMAC subcontractors, and GMAC subgrantees alike. Under procedures requested by USAID, GMAC task orders, subcontracts, and subgrant agreements provide not-to-exceed budgets defined in Dollars but disbursement schedules defined in Rands. As a result of this policy, shortfalls in planned Rand disbursements have occurred in several cases, resulting in considerable hardship for the organizations and individuals concerned. Accordingly, we recommend use of increasingly conservative exchange rates, which anticipate continued declines in the value of the Dollar against the Rand, in determining GMAC task order budgets.

Attachments

- A. LOE Tracking Sheet**
- B. Financial Data Sheet**
- C. Task Order Summary Sheet**

Attachment A: LOE Tracking Sheet¹

			LOE Allocation Per Mod #7	Total Expended as of 9/30/03	Percent Used	Percent Unused
I.	Long-Term Expatriates					
		Chief of Party (DeGroot)	45.13	21.50	48%	52%
		Program Coordinator (Horn)	36.16	12.40	34%	66%
	Subtotal, Long-Term Expatriates		81.29	33.90	42%	58%
II.	Long-Term Local Professionals					
		Grants Manager (Mdhuli)	42.61	19.20	45%	55%
		Projects Coordinator (Bizos)	43.02	19.90	46%	54%
		Office Manager (Morris)	44.48	21.20	48%	52%
		Project Coordinator (Bam)	30.00	0.00	0%	100%
		Training/Project Asst. (TBD)	29.00	0.00	0%	100%
	Subtotal, Long-Term Local Professionals		189.11	60.30	32%	68%
III.	Home Office Staff					
		Program Manager (Reese)	33.68	14.00	42%	58%
		Program Asst. (Sutherland)	4.41	4.40	100%	0%
		Accountant (Phillips)	4.15	2.60	63%	37%
		Accountant (Kumar/Singhla)	8.06	1.70	21%	79%
		Administrative Support (Vinze)	2.64	0.10	4%	96%
	Subtotal, Home Office Staff		52.94	22.80	43%	57%
IV.	Short-Term Specialists					
		Private Sector Specialist (King)	15.13	2.40	16%	84%
		Training Specialist (Mde)	2.87	0.10	3%	97%
		Contracts Specialist (Buchan)	4.73	1.30	27%	73%
		Projects/M&E Specialist (Podems)	7.75	1.00	13%	87%
		Accounting Services	0.81	0.81	100%	0%
	Subtotal, Short-Term Specialists		31.29	5.61	18%	82%
GRAND TOTAL			354.63	122.61	35%	65%

Based on actual direct labor charges.

GMAC Task Order Tracking Sheet*

Task Order	USAID Fund. Source/Task Summary	MTI Task Manager/USAID Contact	Status	USAID Budget Allocation	MTI Committed Amount	MTI Disbursed Amount	MTI Undisbursed Balance
Technical Assistance							
1	SO6	FB,BD/Guzman	11/27/02 -- Task Order for DWAF sanitation assistance, received on 10/02/01, closed out.	\$29,964	\$29,964	\$29,964	\$0
2	SO6	BD/Black	11/27/02 -- Task Order for housing/infrastructure policy study, received on 10/24/01, closed out.	\$3,562	\$3,562	\$3,562	\$0
3			11/25/01 -- Task Order for municipal debt monitoring assistance, received on 10/25/02, cancelled by USAID.	\$0	\$0	\$0	\$0
4	SO6	BD/Kolker	1/16/03 -- Task Order to assist USAID financial sector M & E, received on 11/02/01, closed out.	\$5,733	\$5,733	\$5,733	\$0
5			12/20/01 -- Task order to assist Johannesburg financial management, received on 11/28/01, cancelled by USAID.	\$0	\$0	\$0	\$0
6	SO6	BD/Ndwardwe	12/24/02 -- Task order for municipal financial assessment assistance to three metros, received on 12/20/01, closed out.	\$134,115	\$134,115	\$134,115	\$0
7	SO6	SH/Black	12/24/02 -- Task Order for design of pilot metro cities TA program, received on 2/21/01, closed out	\$3,066	\$3,066	\$3,066	\$0
8	RUDO/ AMICAALL TA	FB/Black	11/02/01 -- Original Task Order (under GA) received. 8/22/03 -- Final close out of all contracts in progress.	\$36,000	\$34,018	\$34,018	\$0
9	SO6/ Ongoing fin. analysis services	BD/Black	1/31/02 -- Task Order received, with TOR and three candidates identified. 2/05/02-5/20/02 -- Source selection undertaken through simplified acquisition. \$5,000 contracts negotiated and awarded to K. Naughton and C. Krakoff with USAID concurrence. Both contractors available for work ordered assignments. 6/05/02-present -- No contractor activities underway on these on-call contracts.	\$10,000	\$500	\$500	\$0
10	SO6	SH/Black	2/19/03 -- Task Order to provide Alexandra urban upgrading support, received 3/7/02, closed out.	\$99,000	\$99,000	\$99,000	\$0
11	SO6	BD/Black	11/27/02 -- Task Order for urban design assistance to the JHC, received 3/11/02, closed out.	\$24,937	\$24,937	\$24,937	\$0
12	SO6	BD/Black	11/27/02 -- Task Order for Cities Network organizational assistance, received 1/11/02, closed out.	\$9,970	\$9,970	\$9,970	\$0
13	RUDO/ Kigali economic development strategy	FB/Black	4/25/02 -- Task Order received with revised TOR, one candidate identified and RCO authorization for sole source acquisition. 4/25/02-4/30/02 -- \$9,960 contract with I Habyambere negotiated and awarded. Contractor work commenced. 6/10/02 -- \$1,660.00 payment made to contractor following MTI/USAID receipt, review and acceptance of deliverable #1. 08/13/02 -- RUDO contacted USAID/Rwanda to clear up contract changes. 10/30/02 -- Contract amended to extend final date. 4/11/03 -- \$8,300.00 payment made to contractor following MTI/USAID receipt review and acceptance of deliverables #2, 3, 4, 5 & 6. 5/19/03-present -- Close-out documents sent to contractor; awaiting reply.	\$10,000	\$9,960	\$9,960	\$0.00
14	SO6	BD/Ndwardwe	1/17/03 -- Task Order to provide capacity building assistance to the ILGM, received on 4/05/02, closed out.	\$61,457	\$61,457	\$61,457	\$0
15	RUDO	BD/Black	1/17/03 -- Task Order to assist USAID/Rwanda health/local govt. program, received on 4/22/02, closed out.	\$11,595	\$11,595	\$11,595	\$0
16	DEAT/ UCT Eco-Action Partnership Program	SH/Knight	5/08/02 -- Final Task Order received replacing previous grant TO due to parastatal status of the organization. RCO authorization received to issue contract based on competitive source selection process completed under Climate Change grant round. 5/8/02-5/28/02 -- \$61,000 contract negotiated with UCT and awarded. Contractor work commenced. 8/20/02 -- \$7,000 payment made to contractor following MTI receipt, review, and acceptance of deliverable #1. 5/28/02 -- contract with UCT signed for \$61,000; work underway. 8/14/02 -- Amendment #1 adjusting deliverables and schedule sent to Contractor. 11/04/02 - \$12,000 payment made to contractor following MTI receipt, review, and acceptance of deliverable #2. 12/04/02 -- \$14,500 payment made to contractor following MTI receipt, review, and acceptance of deliverable #3. 1/24/03 -- \$13,000 payment made to contractor following MTI receipt, review, and acceptance of deliverable #4. 8/25/03 -- Final \$14,500 payment made to contractor following MTI receipt, review, and acceptance of deliverable #5; close out in process.	\$61,000	\$61,000	\$61,000	\$0
17	DEAT	SH/Black	3/26/03 -- Task Order to demonstrate the effectiveness of solar power in reducing GHGs, received 5/8/02, closed out.	\$38,000	\$38,000	\$38,000	\$0
18	DEAT	SH/Black	6/18/03 -- Task Order to demonstrate solar sewing machine technology in reducing GHGs, received 5/8/02, closed out.	\$50,315	\$50,315	\$50,315	\$0
19	SO6	BD/Black	5/21/03 -- Task Order to provide metro cities program design assistance, received on 3/06/02, closed out.	\$5,079	\$5,079	\$5,079	\$0

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Task Order	USAID Fund. Source/Task Summary	MTI Task Manager/USAID Contact	Status	USAID Budget Allocation	MTI Committed Amount	MTI Disbursed Amount	MTI Undisbursed Balance
20	DEAT/ UNFCCC report prep./printing	FB/Black	4/26/02 -- Task Order received with TOR. 4/30/02-6/03/02 -- Source selection undertaken through simplified acquisition. Four quotations received, and CSIR recommended for assignment with USAID concurrence following technical/cost evaluation. 6/04/02-6/10/02 -- R114,240.30 contract with CSIR negotiated and awarded. Contractor work commenced. 9/12/02 -- R16,573.32 payment made to contractor following MTI receipt, review & acceptance of invoice for completed work. 9/16/02-present -- Awaiting requested feedback from DEAT and USAID on next steps.	\$30,000	\$12,025	\$1,667	\$10,358
21	SO6	BD/Guzman	1/17/03 -- Task Order to provide DCA loan package preparation, received on 5/06/02, closed out.	\$14,882	\$14,882	\$14,882	\$0
22	SO6	FB/Black	3/26/03 -- Task Order to undertake a comparative study of Niche Lender Development, received 6/4/02, closed out.	\$779	\$779	\$779	\$0
23	RUDO	SH,FB/Ndwandwe	4/22/03 -- Task order to undertake Livingstone Local Economic Development Strategy, received 6/14/02, closed out.	\$49,993	\$49,993	\$49,993	\$0
24	SO6/ Municipal HIV/AIDS study	BD/Black	7/08/02 -- Task Order received with TOR, 6 candidates identified, and CVs provided for immediate implementation. 7/09/02 -- Source selection process undertaken through simplified acquisition involving 6 candidates. T. Parker, F. Mwale, and E. Sy recommended for assignment following USAID/MTI technical/cost evaluation with SO6. Travel authorizations obtained. 7/09/02-9/09/02 -- Contracts with Parker, Mwale, and Sy negotiated and signed. Contractor work completed and closeout commenced. 9/10/02-present -- Closeout documentation received from Parker, but, after three MTI requests, no response received from Mwale and Sy. Recommend proceeding with task order closeout.	\$16,000	\$15,209	\$14,012	\$1,197
25			9/05/03 -- Task Order for Social Housing Foundation assistance, received on 8/05/02, cancelled by USAID.	\$0	\$0	\$0	\$0
26	SO6	FB/Black	2/26/03 -- Task order to undertake Shared Ownership Study, received on 8/5/02, closed out.	\$12,472	\$12,472	\$12,472	\$0
27	SO6	FB/Black	4/22/03 -- Task order to support Organizational set-up for Cities Network Support Agency Phase II, received on 8/5/02, closed out.	\$34,331	\$34,331	\$34,331	\$0
28	DPLG/ Ethekwini flood line study	SH,FB/Ndlovu	8/23/02 -- Task order received with TOR and no candidates identified. 8/23/02-10/03/02 -- Source selection undertaken through full and open competition, and proposals received from 10 firms. SRK Consulting recommended for assignment following MTI/USAID technical/cost review. 10/04/02-11/12/02 -- \$109,804.80 contract with SRK Consulting negotiated and awarded. RCO consent to subcontract received and contractor work commenced. 2/14/03 -- \$35,180.40 payment made to contractor following MTI/USAID receipt, review, and acceptance of Deliverable #1. 3/27/03 -- Progress report on project received. 5/30/03 -- \$18,048.48 payment made to contractor following MTI/USAID receipt, review, and acceptance of Deliverable #2. 7/10/03 -- \$22,442.04 payment made to contractor following MTI/USAID receipt, review, and acceptance of Deliverable #3. 9/11/03 -- \$19,984.20 payment in process to contractor following MTI/USAID receipt, review, acceptance of Deliverable #4. 9/9/03-10/3/03 -- TO amend. 2 received with SOW & RCO sole source approval for additional tasks under existing TO budget; 9/19/03 proposal received from SRK; negotiations advanced; amendment signing expected by 10/3/03.	\$150,000	\$109,805	\$95,655	\$14,150
29	Ongoing SO5 advisory services	SH/Kolker	9/9/02 -- Task order received with full TOR and subcontractor (J. Rockcliffe-King) identified. 10/31/02 -- Task Order Amendment #1 received adding oversight of the GEAR evaluation to SOW. 12/17/02 -- Task Order Amendment #2 received amending SOW. 1/2/03-present -- Work Order #6 issued in accordance with amended TO SOW; work underway.	\$0	\$0	\$0	\$0
30	SO6/ Tshwane waste management plan	FB/Ndlovu	9/26/02 -- Task order received. 10/01/02 -- USAID requested MTI to defer implementation of this Task Order until further notice. 4/10/03 -- Received go ahead from USAID. RFQ draft prepared in consultation with Tshwane Waste Management. 4/10/03-5/23/03 -- Source selection process undertaken through simplified acquisition involving 5 candidates. One proposal received and deemed technically responsive, subject to clarifications. Clarifications considered inadequate and solicitation cancelled.	\$50,000	\$26,000	\$0	\$26,000

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Task Order	USAID Fund. Source/Task Summary	MTI Task Manager/USAID Contact	Status	USAID Budget Allocation	MTI Committed Amount	MTI Disbursed Amount	MTI Undisbursed Balance
			7/23/03 -- Solicitation revised for new RFO. 8/4/03-9/3/03 -- New source selection process undertaken through simplified acquisition involving 6 firms with 5 proposals received. Wiechers Environmental Consulting recommended for assignment following MTI/USAID technical/cost evaluation. 9/3/03-9/11/03 -- ZAR 181,912.56 (NTE \$26,000) contract negotiated and awarded to Wiechers Environmental; work underway.				
31	SO6	BD/Black	1/17/03 -- Task Order to provide urban design assistance to the JHC, received on 10/11/02, closed out.	\$14,880	\$14,880	\$14,880	\$0
32	SO6/ Cape Town business units	SH/Ndwandwe	10/26/02 - Task order received with TOR. 8/23/02-1/17/03 -- Source selection process undertaken through full and open competition. PwC selected for assignment following MTI/USAID technical/cost review. 12/20/02 - TO Amendment #1 received revising budget to \$235,000. 1/17/03-1/31/03 -- \$220,640 contract with PricewaterhouseCoopers negotiated and awarded following RCO consent. Work commenced. 6/03/03 -- \$77,224 payment made to contractor following MTI/USAID receipt/review/acceptance of deliverable #1. 7/11/03 -- \$110,320 payment made to PwC following MTI/USAID receipt/review/acceptance of deliverables #2 & #3; contract amended following RCO approval to extend period of performance and delivery of final reports to 7/31/03. 8/25/03 -- Final \$33,096 payment made to contractor following MTI receipt, review, and acceptance of deliverable #4; close out underway.	\$235,000	\$220,640	\$220,640	\$0
33	SO6/ Tech. support to DoH workshops	SH/Ndlovu	10/22/02 -- Task order received with TOR and 7 candidates identified. 10/22/02-11/06/02 -- Source selection process undertaken through simplified acquisition involving 3 candidates. Sigodi Marah Martin recommended for assignment following MTI/USAID technical/cost review. 11/7/02 -- Task Order amendment no. 1 received from USAID revising the budget to \$70,000. 11/06/02-11/12/02 -- \$65,042 contract with Sigodi Marah Martin negotiated and awarded. Contractor work commenced. 12/10/02 - Contract amendment #1 signed reflecting altered workshop schedule. 12/12/02 -- \$13,007 payment made following MTI/USAID receipt, review and acceptance of Deliverable #1. 2/24/03 -- Contract amendment #2 signed reflecting slightly delayed and modified workshop schedule. 3/28/03 -- \$52,035 payment made following MTI/USAID receipt, review, and acceptance of Deliverables #2, #3 and #4. 4/11/2003 -- TO Amendment #3 received increasing budget to \$82,032 and adding additional but related tasks. 5/27/03 -- Contract extended to 7/31/03; work underway on additional tasks. 8/13/03 -- \$12,540 final payment made to contractor following receipt/review/acceptance of final deliverable; close out to commence.	\$82,032	\$77,583	\$77,583	\$0
34	SO6	BD/Ndlovu	4/30/03 -- Task Order to provide logistical services for DoH workshops, received on 10/28/02, closed out.	\$76,569	\$76,569	\$76,569	\$0
35	SO6	SH/Ndlovu	7/28/03 -- Task Order for Sol Plaatje water loss study, received 11/04/02, closed out.	\$30,000	\$24,859	\$24,859	\$0
36	SO6/ Tshwane/Mogale financial assessments	FB,BD/Ndwande	1/09/03 -- Task Order for Tshwane assessment received with TOR and \$50,000 budget. 1/16/03 -- Task Order amendment received to add Mogale assessment and increase budget to \$140,000. RFP advertised. 1/27/03-4/23/03 -- Source selection undertaken through full and open competition. Proposals received from 4 firms. Linkages Consulting selected following MTI/USAID technical/cost review. Task Order amended to increase budget to \$145,000. 4/23/03-5/8/03 -- CO consent received, \$141,230 contract with Linkages negotiated and awarded, and contractor work commenced. 7/22/03 -- Part of Deliverable #1 received. 8/13/03 -- \$55,000 payment made following receipt/review/acceptance of deliverable #1, 2 & 3. 8/28/03 -- \$31,230 payment made following receipt/review/acceptance of deliverable #4. 9/26/03 -- Awaiting final deliverable.	\$145,000	\$141,230	\$86,230	\$55,000
37	SO6/ Cape Town	SH/Ndlovu	1/16/03 -- Task Order received with TOR, budget of \$300,000, and full competition advised. RFP drafted. 1/28/03 -- Amendment #1 received reducing the Task Order budget to \$250,000.	\$250,000	\$250,000	\$0	\$250,000

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Task Order	USAID Fund. Source/Task Summary	MTI Task Manager/USAID Contact	Status	USAID Budget Allocation	MTI Committed Amount	MTI Disbursed Amount	MTI Undisbursed Balance
	waste management plan		2/19/03-6/10/03 -- RFP pending necessary modifications to SOW being undertaken by Cape Town. 6/17/03-9/10/03 -- Source selection undertaken through full and open competition. 7 proposals received. Jeffares & Green selected following MTI/USAID/Cape Town technical/cost evaluation. 9/10/03-9/22/03 -- RCO consent received, ZAR 1,849,946.40 (NTE \$250,000) contract with Jeffares & Green negotiated and awarded; contractor work underway.				
38	SO6/ Mun. HIV/AIDS program design	FB/Ndlovu	2/05/03 -- Task Order received with TOR and candidates identified. 2/12/03-2/27/03 -- Source selection process undertaken through simplified acquisition involving 5 candidates. Sigodi Marah Martin recommended for assignment following MTI/USAID technical/cost review. 2/27/02-3/11/03 -- \$7,615.20 contract with Sigodi Marah Martin negotiated and awarded. Contractor work underway. 5/20/03 -- \$3055.20 payment made to contractor following MTI/USAID receipt, review, and acceptance of Deliverable #1. Contract amended to include a third deliverable. 6/03/03 -- \$4,560 payment made following MTI/USAID receipt, review, and acceptance of Deliverable #2. 6/9/03 -- Contract amendment #1 issued on 6/04/03 increasing budget to \$9,256.80 and adding deliverable. Deliverable #3 received.	\$11,800	\$9,257	\$7,615	\$1,642
39	SO6/ Tshwane GIS mapping support	SH/Ndlovu	3/12/03 -- Task Order received with TOR, one candidate identified, and RCO sole-source authorization. 3/31/03 -- Task Order amendment received increasing budget to \$50,000. 3/20/03-4/15/03 -- ZAR 353,856 (NTE \$49,839) contract negotiated and awarded to GIMS (Pty) Ltd following MTI/USAID technical/cost review of proposal; work underway. 5/7/03 -- Task Order amendment #3 received approving an additional data capturer and increasing the budget to \$61,000. 6/13/03 -- Contract amendment #1 signed following RCO approval adding 5th data capturer, increasing the contract budget to ZAR 408,576 (NTE \$57,546); work order #1 amended accordingly; additional work commenced. 8/5/03 -- R120,475.20 (\$16,649.68) payment made to contractor following MTI/USAID/Tshwane receipt, review, and acceptance of work performed for April/May 2003; work progressing well. 9/25/03 -- R21,340.80 (\$3,083.75) payment made on 9/24/03 following MTI/USAID/Tshwane receipt, review, and acceptance of work performed for June 2003; work progressing well; candidate identified to replace E. Okubazgi.	\$61,000	\$57,546	\$19,733	\$37,813
40	DEAT/ Improved GoSA energy efficiency	BD/Knight	3/14/03 -- Task Order received with TOR, candidates identified, and \$211,000 budget. 3/19/03-4/29/03-- Task Order amendment #1 received reducing budget to \$132,740. RFP advertised and then issued on 3/31/03. 7 responsive proposals received by the 4/29/03 RFP closing date. 5/21/03-6/19/03 -- TEC review and cost evaluation of proposals undertaken on 5/12/03, and two firms found to be in the competitive range. BAFOs requested on 5/19/03 and received on 6/02/03. Following MTI-requested TEC review, Khanya selected, negotiation undertaken, and R766,000 contract prepared following 6/18/03 CO clarification that CO consent not required. 6/24/03 -- R766,000 contract awarded to Khanya, and contractor work underway. 7/15/03-8/5/03 -- R120,000 (\$16,272.00) and R80,000 (\$11,056.00) payments made to contractor following MTI/USAID/DME/DEAT receipt, review, and acceptance of Deliverables #1 and #2, respectively. 8/19/03-9/17/03 -- R150,000 (\$20,595) payment made to contractor following USAID/DME/DEAT/MTI receipt, review, and acceptance of Deliverable #3. 9/18/03-9/26/03 -- Task order amendment #2 received increasing TO budget to \$181,000 (R1,176,500) and requesting additional Khanya workshop tasks. RCO sole source authorization also received. RFP issued to Khanya with 9/23/03 issuance date and 10/01/02 closing date.	\$181,000	\$117,846	\$47,923	\$69,923
41	SO6/ Buffalo City water	SH/Knight	6/19/03 -- Task Order received with TOR, budget of R450,000, and three firms suggested. MTI was notified that SO6 has budgeted \$65,000 for this activity.	\$0	\$0	\$0	\$0

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Task Order	USAID Fund. Source/Task Summary	MTI Task Manager/USAID Contact	Status	USAID Budget Allocation	MTI Committed Amount	MTI Disbursed Amount	MTI Undisbursed Balance
	loss study		6/25/03-7/25/03 -- Solicitation under simplified acquisition sent to 6 firms with closing date of 7/18/03. TEC meeting held and 2 firms recommended for competitive range. 8/7/03 -- TO Amendment No. 1 received transferring responsibility for final selection, award, implementation, and monitoring to the MIU; budget reduced to \$0. 8/11/03 -- Copies of applicable solicitation documents forwarded to and received by J. Leigland at MIU; Closeout underway.				
42	SO6/ SACN methane conversion study	FB/Ndlovu	6/25/03 -- Task Order received with TOR, three candidates identified, and \$62,000 budget. 7/16/03 - 8/12/03 -- Source selection process undertaken through simplified acquisition involving 5 candidates. Two proposals received and deemed technically unresponsive. Solicitation cancelled. 8/13/03 - Solicitation revised for new RFQ and advert drafted for full competition. Awaiting feedback from USAID and SACN.	\$62,000	\$0	\$0	\$0
43	SO6 & DoH/ New DoH policy/research agenda		6/25/03 -- Task Order received with TOR, candidates identified, and R1,350,000 (\$180,000) budget (\$74,830 DoH and \$105,170 SO6) with request for limited competition. 6/30/03-8/05/03 -- Discussions held with DoH/USAID to clarify SOW, deliverables, scheduling, and procurement strategy. Draft RFQs prepared following SO6/DoH/MTI agreement to issue 6 RFQs/contracts under this Task Order.	\$180,000			
43.1		BD/Ndlovu	8/05/03-8/25/03 -- Source selection undertaken for a review of DoH programs, policies, and practice (Element 1) through simplified acquisition involving 5 candidates. S. Charlton recommended for assignment following TEC/cost review. 9/05/03-9/26/03 -- R158,045 contract with S. Charlton negotiated and awarded. R15,805 (\$2,283.82) payment made on 9/24/03 following USAID/DoH/MTI receipt, review, and acceptance of deliverable #1. .		\$24,500	\$2,284	\$22,216
43.2		BD/Ndlovu	8/05/03-8/25/03 -- Source selection undertaken for study of international shifts in shelter policy (Element 2) through simplified acquisition involving 5 candidates. S. Berrisford recommended for assignment following TEC/cost review. 9/04/03-9/26/03 -- R120,952 contract with S. Berrisford negotiated and awarded. R12,095 (\$1,747.72) payment made on 9/24/03 following USAID/DoH/MTI receipt, review, and acceptance of Deliverable #1. Deliverable #2 received and under review.		\$18,750	\$1,748	\$17,002
43.3		BD/Ndlovu	8/05/03-8/25/03 -- Source selection undertaken for a review of changing RSA shelter demand (Element 3) through simplified acquisition involving 5 candidates. R. Tomlinson recommended for assignment following TEC/cost review. 9/08/03-9/26/03 -- R161,833 contract with R. Tomlinson negotiated and awarded. Deliverable #1 received, reviewed, and accepted by USAID/DoH/MTI on 9/22/03. Awaiting applicable R16,183 contractor invoice.		\$25,000	\$0	\$25,000
43.4		BD/Ndlovu	8/05/03-8/25/03 -- Source selection undertaken for a review of private sector engagement with DoH programs (Element 4) through simplified acquisition involving 5 candidates. Shisaka recommended for assignment following TEC/cost review. 9/05/03-9/26/03 -- R151,278 contract with Shikasa negotiated and awarded. R15,128 (\$2,185.99) payment made on 9/24/03 following USAID/DoH/MTI receipt, review, and acceptance of deliverable #1.		\$23,400	\$2,186	\$21,214
43.5		BD/Ndlovu	8/05/03-8/25/03 -- Source selection undertaken for study of RSA housing rights and access (Element 5) through simplified acquisition involving 5 candidates. Urban Sector Network recommended for assignment following TEC/cost review. 9/05/03-9/26/03 -- R125,326 contract with Urban Sector Network negotiated and awarded. Revised deliverable #1 received, reviewed, and accepted by USAID/DoH/MTI. Awaiting contractor invoice. Deliverable #2 received and under review.		\$19,400	\$0	\$19,400
43.6		BD/Ndlovu	8/05/03-9/01/03 -- Source selection undertaken for management contract for overall DoH policy/research agenda activity (Element 6) through simplified acquisition involving 3 candidates. Development Works selected for assignment following MTI/USAID/DoH technical/cost review and BAFO process. 9/05/03-9/26/03 -- R361,129 contract with Development Works negotiated and awarded. Deliverable #1 received, reviewed, and accepted by USAID/DoH/MTI. Awaiting applicable R36,113 contractor invoice.		\$56,000	\$0	\$56,000
44	RUDO/ Zimbabwe HG study	BD/Wines	6/24/03 -- Task Order received with TOR, 3 candidates identified, and \$4,500 budget. 6/25/03-7/03/03 -- RFQ issued to 4 candidates. R. Max selected for assignment following consultation with RUDO and USAID/Zimbabwe. TO amended to increase budget to \$5,400.	\$5,400	\$5,370	\$5,370	\$0

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Task Order	USAID Fund. Source/Task Summary	MTI Task Manager/USAID Contact	Status	USAID Budget Allocation	MTI Committed Amount	MTI Disbursed Amount	MTI Undisbursed Balance
			7/03/03-7/23/03 -- \$5,370 contract awarded to R. Max following USAID travel authorization. 8/04/03-9/19/03 -- Deliverables #1 and #2 received and under review by USAID/Zimbabwe. \$5,370 contractor invoice received on 9/04/03. 9/22/03-9/26/03 -- \$5,370 final payment made following RUDO/MTI acceptance of deliverables #1 and 2. Closeout underway.				
45	DoF/ Fin. database assistance	SH/Ndlovu	7/14/03 -- Task Order received with TOR and \$125,000 budget. 7/21/03-10/2/03 -- Task Order amendment requested of USAID to provide sole source justification/RCO approval following MTI market survey that determined only one responsible source exists. RCO action pending.	\$125,000	\$0	\$0	\$0
Subtotal - Technical Assistance				\$2,411,931	\$2,020,596	\$1,393,682	\$626,915
Grants							
1	SO6/ Afeis-Corplan	SH,NM/Ndlovu	10/4/01 -- Task Order #1 received to negotiate and award a \$160,000 grant, based on the selection process undertaken and completed by USAID. 10/04/01 -- Task Order received to negotiate a \$160,000 grant based on selection process previously undertaken by USAID. 10/23/01-12/13/0 -- GMAC simplified grant package developed & approved by RCO. \$22,138 payment made (12/13/01) for deliverable #1. 2/05/02-3/05/02 -- Pre-award review undertaken & systems cleared. Grant Amendment #1 signed and effective. 4/02/02-7/09/02 -- GA Amendment #2 signed. \$24,964.58 payment made (07/09/02) for deliverable #2 . 12/24/02-2/25/03 -- \$24,582.15 payment made(24/12/02) for tranche 3 deliverables. Task 6 in progress. 3/26/03-4/29/03 -- Task 6, deliverables delayed. Grant Agreement Amendment #4 signed on 3/13/03. 5/27/03-6/24/03-GA Amendment 5 signed (6/03/03), \$67,367 payment made (6/13/03) for task 6 deliverables. 6/24/03-9/30/03 -- Task 6 and 7 in progress.	\$155,000	\$155,000	\$139,051	\$15,949
2			1/08/02 -- Task Order to issue grant to AMICAALL cancelled and reissued as Task Order No. 8 (TA).	\$0	\$0	\$0	\$0
3	SO6/ Centre for Urban Transformation	SH,NM/Ndlovu	11/26/01 -- Task Order #3 received to negotiate and award a \$100,000 grant, based on the selection process undertaken and completed by USAID, pending financial and management systems review on CUT. 12/06/01-02/15/02 -- Financial review of CUT operations undertaken, a \$84,000 grant agreement negotiated and awarded. 4/02/02-7/09/02 -- \$33,061 (4/30/02), \$24,305 (5/02/02), and \$8,912 (7/10/02) payments made for deliverables #1-3. 7/30/02 -09/20/02 -- GA Amendment# 1 effective, financial systems verification undertaken and budget revision underway. 10/16/02-01/14/03-GA Amendment 2 signed (11/05/02), TO Amendment 3 to increase dollars from \$84,000 to \$112,700 signed. 3/26/03 -- GA Amendment 3 effective on 02/28/03. \$11,220 payment made on 03/05/03 for tranche 4 deliverables. 5/27/03-6/24/03 -- Task 5 implementation in progress, tranche 5 deliverables expected on 30 June 2003. 6/24/03-9/30/03 -- Tranche 5 deliverable completed, awaiting report for the Aids Centre launch.	\$112,700	\$112,700	\$77,499	\$35,201
4	SO6/ Food and Trees for Africa	SH,NM/Ndlovu	2/07/02 -- Task Order #4 received to negotiate and award a \$150,000 grant, based on the recommendation from the competitive selection process undertaken by both MTI and USAID, and approval by USAID, pending close out of the previous grant to FTFA. 2/13/02-4/23/02 -- Close out undertaken and completed, a \$150,000 grant agreement negotiated and awarded. 5/04/02-5/07/02 -- \$22,619 payment made to grantee on 5/07/02 following MTI receipt, review and acceptance of Deliverable #1 & 2. 5/21/02-7/05/02 -- GA Amendment# 1 effective, \$28,329 payment made(7/05/02) for deliverables #3 and #4. 12/24/02-5/27/03 -- \$52,130 payment made (12/24/02) for tranche 3 & 4 deliverables. Task 4 in progress. 5/27/03-6/24/03 -- Task Order amended to increase from \$150,000 to \$200,000. Grant Agreement Amendment 3 signed on 30 May 2003, 6/25/03-7/29/03 -- \$57,140 payment made on 29/07/03 for tranche 5 deliverables 7/30/03-9/30/03 -- Task 6 implementation in progress.	\$200,000	\$200,000	\$160,218	\$39,782

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Task Order	USAID Fund. Source/Task Summary	MTI Task Manager/USAID Contact	Status	USAID Budget Allocation	MTI Committed Amount	MTI Disbursed Amount	MTI Undisbursed Balance
5	SO6/ AIDS Consortium	SH,NM/Ndlovu	2/07/02 – Task Order #5 received to negotiate and award a \$100,000 grant, based on the recommendation from the competitive selection process undertaken by both MTI and USAID. 2/19/02-3/08/02 – \$100,000 Grant Agreement negotiated and awarded to Aids Consortium. Grant activity implementation underway. 3/28/02-4/08/02 -- \$17,981 payment made on the 4/08/02, following MTI receipt, review and acceptance of Deliverable #1-3. 4/29/02-7/18/02 -- Project launched and GA Amendments 1 and 2 effective. \$51,150 payment made on 7/18/02, for deliverables 4-6. 12/24/02 -- \$18,448 payment made on 12/24/02 following MTI receipt, review and acceptance of tranche 3 deliverables. 6/24/03 -- GA Amendment 3 signed on 5 June 2003. \$21,120 payment made (6/13/03) for task 4 deliverables. 6/25/03-9/30/03 -- Close out process underway. Grantee notified about the Semi-Annual report due on the 15th October 2003.	\$109,000	\$109,000	\$108,634	\$366
6	SO6/ Ocean View Development Trust	SH,NM/Ndlovu	2/07/02 – Task Order #6 received to negotiate and award a \$79,742 grant, based on the recommendation from the competitive selection process undertaken by both MTI and USAID, pending close out of the previous grant to Ocean View 2/25/02-5/01/02 -- Close out undertaken and completed, and a \$79,742 grant agreement negotiated and awarded. Implementation 5/01/02-8/20/02 -- \$20,817 (5/14/02) and \$25,476 (8/20/02) payments made for Deliverables 1-6. 12/20/02 -- \$25,881 payment made on 12/03/02 following MTI receipt, review and acceptance of tranche 3 deliverables. 5/27/03 -- Task Order amended to increase from \$79,742 to \$100,742. \$14,277.4 payment made on 5 May 2003 & 12 May 2003. 6/24/03-9/30/03 -- Task 5 implementation in progress. Grant Amendment 3 for reducing the rand amount signed on 9/22/03.	\$100,742	\$100,742	\$86,452	\$14,290
7	SO6/ Development Action Group	SH,NM/Ndlovu	2/22/02–04/02/02 -- \$170,000 TO7 received. \$170,000 GA signed. Grant activity implementation underway. 4/16/02-7/22/02 -- Grant Agreement Amendment #1 effective. \$63,255 payment made on the 7/22/02 for deliverables 1-5. 4/29/03-5/27/03 -- GA Amendment 2 signed (4/11/03). Payment of \$91,249.65 made (5/20/03) for tranche 2 deliverables. 6/24/03-7/29/03 -- Grant Agreement #3 effective from 6/30/03. Tranche 3 deliverables delayed. 7/30/03-9/30/03 -- \$15,494.88 final payment made on 7/28/03 for tranche 3 deliverables. 9/30/03 -- Close out process underway. Grantee notified about the Semi-Annual report due on the 15th October 2003.	\$170,000	\$170,000	\$170,000	\$0
8	SO6/ Habitat for Humanity RSA	SH,NM/Ndlovu	3/13/02-03/28/02 -- TO 8 received for a \$25,000 grant. \$25,000 GA signed. Grant activity implementation underway. 4/15/02-4/29/02 -- \$25,847 payment made to grantee on the 22 July 2002, following MTI receipt, review and acceptance of Deliverable #1 . 7/08/02 -- Task Order amended to increase funding to \$25,847. 6/24/03-9/30/03 -- Close out process underway. Grantee notified about the Semi-Annual report due on the 15th October 2003.	\$25,847	\$25,847	\$25,847	\$0
GCC Solicitation Process			11/01/01-12/14/01 -- tender documents developed and approved by USAID. RFP notification advert placed and tender documents issued. 1/02/02-2/15/02 -- Receipt, recording and copying of proposals 2/19/02-3/25/02 -- Proposals evaluated and selection undertaken. 4/03/02 -- Task Orders Nos. 9-26 received from USAID. 4/04/02 -- Notification letters sent to successful and unsuccessful applicants				
9	DEAT/ Midrand Ecocity	SH,NM/Knight	4/05/02-5/01/02 -- \$44,000 Grant Agreement negotiated, financial review undertaken and systems cleared. Grant agreement signed and effective, activity implementation underway. 5/21/02-7/18/02 -- GA Amendment 1 effective. \$9,694 (5/06/02) and \$10,230 (7/18/02) payments made for deliverable 1, 2, 3, 5, & 7. 08/13/02 -- Task Order amended to increase funding to \$50,300; Grant Agreement Amendment #2 effective. 10/16/02-11/26/02 -- \$22,763 payment made on 10/11/02, following MTI receipt, review and acceptance of payment 3 deliverables. 12/20/02 -- Final payment of \$7,929 made on 12/03/03 following MTI receipt, review and acceptance of tranche 3 deliverables. 4/29/03 -- Task order amended on 2/21/03 to increase amount from \$50,300 to \$50,616. GA Amendment 4 effective on 2/25/03. 6/24/03-9/30/03 -- Close out process underway. Grantee notified about the Semi-Annual report due on the 15th October 2003.	\$50,616	\$50,616	\$50,616	\$0
10	DEAT/ Parallax	SH,NM/Knight	4/11/02-4/26/02 -- Financial review undertaken and systems cleared. \$172,000 GA signed. Implementation underway. 5/21/02-9/04/02 -- GA amendment 1 effective. \$7,606 (6/14/02) and \$69,120 (9/4/02) payments made for deliverables 1, 3 & 7A. 12/24/02 -- \$26,712.37 payment made following MTI receipt, review and acceptance of tranche 3 deliverables.	\$218,801	\$218,801	\$206,054	\$12,747

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Task Order	USAID Fund. Source/Task Summary	MTI Task Manager/USAID Contact	Status	USAID Budget Allocation	MTI Committed Amount	MTI Disbursed Amount	MTI Undisbursed Balance
			3/26/03-8/28/03 --TO amended (02/25/03) to increase amount from \$172,000 to \$218,801. GA Amendment 2 signed (02/26/03); \$42,262.73 payment made (3/17/03) for tranche 4 deliverables. GA Amendment 3 signed (04/16/03). 9/24/03 -- \$60,353.74 payment made following MTI receipt, review and acceptance of tranche 4 deliverables.				
11			5/08/02 -- Task Order for Cape Technikon grant, received on 4/03/02, cancelled and reissued as Task Order 18 (TA).	\$0	\$0	\$0	\$0
12	DEAT/ Soweto Dev. Foundation	SH,NM/Knight	4/12/02-5/03/02 -- \$95,000 Grant Agreement negotiated, financial review undertaken and systems cleared. Grant agreement signed. 5/16/02-8/13/02 -- Amendments 1 & 2 signed. \$7,036(06/14/02), \$7,440(06/27/02) & \$80,527(07/30/02) payments made for deliverables 1-8/13/02-9/30/03 -- TO amended to increase funding to \$111,300; GA Amendment 2 signed. \$16,258 payment made(10/16/02) for tranche 5 deliverables. 9/30/03 -- Close out process underway. Grantee notified about the Semi-Annual report due on the 15th October 2003.	\$111,300	\$111,300	\$111,261	\$39
13	DEAT/ Lynedoch Development Foundation	SH,NM/Knight	4/16/02-5/21/02 -- Financial review undertaken and systems cleared. \$58,000 GA signed signed. Implementation underway. 8/20/02-8/31/02 -- \$3,000 payment made to grantee 8/20/02 following MTI receipt, review, and acceptance of deliverable #1. 10/16/02-3/26/03 -- GA Amendment 1 signed (11/04/02). \$39,118 (11/12/02) & \$2,882.5 (12/24/02) payments made. TO amended (2/25/03) to increase funding from \$58,000 to \$65,751. GA Amendment 2 signed (2/26/03). \$12,561 payment made for tranche 5 deliverables. 3/24/03-9/30/03 -- Final \$5,897 payment made (3/24/03, short paid on previous claim). Close out process underway.	\$65,751	\$65,751	\$63,459	\$2,292
14	DEAT/ Agama Energy	SH,NM/Knight	4/15/02-4/26/02--Financial review undertaken and systems cleared. \$91,000 GA signed. Implementation underway. 5/16/02-8/13/02-GA Amendment 1, 2 & 3 signed. \$13,241(5/17/02), \$ 30,163 (07/01/02) & \$25,408 (07/30/02) payments made for deliverables 1-10. TO amended (8/13/02) to increase funding to \$91,700, GA Amendment 3 signed. 09/11/02 -- \$7,215 payment made on 9/11/02, following MTI receipt, review and acceptance of deliverables 3-7. 10/16/02-12/20/02 -- GA Amendment 4 signed (11/06/02). Final \$17,382 payment made (12/03/03) for tranche 5 deliverables. 4/29/03 -- TO amended (2/21/03) to increase funding from \$91,700 to \$93,409, GA Amendment 5 signed (2/25/03). 6/24/03-9/30/03 -- Close out process underway. Grantee notified about the Semi-Annual report due on the 15th October 2003.	\$93,409	\$93,409	\$93,408	\$1
15	DEAT	SH,NM/Knight	8/26/03 -- Task Order to execute grant to Ndiswe, received on 4/03/02, closed out.	\$91,134	\$91,134	\$91,134	\$0
16			5/08/02 -- Task Order to execute grant to TSI-Biogaz, received on 4/03/02, cancelled.	\$0	\$0	\$0	\$0
17			5/08/02 -- Task Order to issue grant to EZD & Partners, received on 4/03/02, cancelled and reissued as TO 16 (TA).	\$0	\$0	\$0	\$0
18	DEAT/ INR	SH,NM/Knight	4/05/02-7/05/02 -- Financial review undertaken and systems cleared. \$87,000 GA signed. Implementation underway. 11/26/02-02/10/03 -- Meeting with grantee to discuss amendment proposal. Tranche 1 deliverables received. Payment in progress. 4/29/03 -- Awaiting grant amendment proposal. \$10,292.49 payment made to grantee on 2/28/03 for tranche 1 deliverables. 6/24/03-9/30/03 -- Grant amendment proposal received & discussed with USAID & DEAT. Draft grant amendment sent to grantee for comments. Awaiting response from grantee.	\$87,000	\$87,000	\$10,292	\$76,708
19	DEAT/ IIEC - Clean Transport	SH,NM/Knight	4/11/02-5/21/02 -- Financial review undertaken and systems cleared. \$44,000 GA signed. Implementation underway. 6/18/02-12/20/02 -- GA Amendments 1 & 2 signed. \$11,622 (9/11/02) & \$15,349 (12/09/03) payments made for tranches 1 & 2 deliverables. 4/29/03 -- GA Amendment 3 signed (6/02/03). \$20,702.77 payment made for tranche 3 deliverables. 5/27/03-9/30/03 -- GA Amendments 4 & 5 signed (5/20/03) increasing grant amount to \$52,000. Task 4 implementation in progress.	\$52,000	\$52,000	\$47,674	\$4,326
20	DEAT/ Kranspoort Community	SH,NM/Knight	4/03/02 -- Task Orders Nos. 9-26 received from USAID. 4/04/02 -- Notification letters sent to successful and unsuccessful applicants. 4/05/02 -- Initial meetings held with John Rosmarin. 5/06/02 -- Informed that community will need to register new trust in order to receive the grant. 5/10/02 -- SH field visit. 5/16/02 -- meeting with community representatives at GMAC offices re grant program negotiations; decision to register trust yet to be 6/20/02 -- received confirmation that community going forward to form a new Trust and will draft revised application in early July. 9/20/02 -- Technical advisor to community appointed; revised application being prepared.	\$42,000	\$42,000	\$0	\$42,000

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Task Order	USAID Fund. Source/Task Summary	MTI Task Manager/USAID Contact	Status	USAID Budget Allocation	MTI Committed Amount	MTI Disbursed Amount	MTI Undisbursed Balance
			10/16/02-5/26/03 -- Revised proposal received. GA signing delayed. Meeting with grantee (4/29/03) to finalise. 5/27/03-6/24/03 -- Financial review conducted on 5/20/03. 6/25/03-9/30/03 -- Grant Agreement signed on 7/18/03. Awaiting Task 1 deliverables.				
21			5/08/02 -- Task Order to issue grant to TNG, received on 4/03/02, cancelled and reissued as Task Order 17 (TA).				
22	DEAT/ Nuon Raps	SH,NM/Knight	4/08/02-5/08/02 -- \$44,000 GA negotiated, financial review undertaken and systems cleared. GA signed and implementation underway. 6/18/02-11/26/02 -- GA Amendment 1 signed. \$18,272 (08/08/03) & \$7,889 (10/29/02) payments made for tranches 1 & 2 deliverables. 05/27/03-08/26/03 -- GA Amendment 3 effective (5/5/03). \$17,839.75 payment made (7/29/03) for tranche 3 deliverables. 9/30/03 -- Close out process underway. Grantee notified about the Semi-Annual report due on the 15th October 2003.	\$44,000	\$44,000	\$44,000	\$0
23	DEAT	SH,NM/Knight	8/26/03 -- Task Order for Ndlandlamuka grant, received on 4/03/02, closed out.	\$90,948	\$90,948	\$90,948	\$0
24	DEAT/ Enerwise	SH,NM/Knight	4/05/02-5/22/02 -- \$87,000 GA signed, financial review undertaken and systems cleared. Implementation underway. 6/24/02-1/28/03 -- GA Amendments 1 & 2 signed. \$3,448 payment made (1/28/03) for tranche 1 deliverables. 5/27/03-8/26/03 -- \$14,591 payment made (5/30/03) for tranche 2 deliverables. Task 3 in progress. 9/30/03 --Grant Amendment to extend grant period and reduce rand budget.	\$38,000	\$38,000	\$18,040	\$19,960
25	DEAT	SH,NM/Guzman	6/24/03 -- Task Order for ZET Consultancy grant, received on 4/03/02, closed out.	\$14,478	\$14,478	\$14,478	\$0
26	DEAT/ Buffalo Flats	SH,NM/Knight	4/19/02-6/12/02 -- \$59,000 GA signed (6/02), financial review undertaken and systems cleared. Implementation underway. 6/18/02-6/24/03 -- GA Amendment #1 effective (2/28/03). \$22,000 (8/20/02); \$12,644 (12/24/02) & \$21,019.83 (3/10/03) payments made for tranches 1, 2, 3). TO 2 amended (4/29/03) to increase funding to \$69,000. GA Amendment 2 effective on 4/30/03. 6/25/03-8/26/03 -- Final payment of \$13,336 made on 8/05/03. Close out process commenced.	\$69,000	\$69,000	\$69,000	\$0
27	SO6/ SACN	SH,NM/Ndlovu	12/17/02 -- TO 27 (1/03), GA signed (3/01/03), pre-award survey undertaken & systems cleared. 3/26/03-9/30/03 -- \$60,501 payment made (3/06/03) for tranche 1 deliverables. Tasks 2 & 3 implementation in progress.	\$250,000	\$250,000	\$60,501	\$189,499
28	SO6/ Isandla	SH,NM/Ndlovu	2/06/03 -- TO 28 received (2/06/03), GA signed (2/28/03), pre-award survey undertaken & systems cleared. 6/24/03-9/30/03 -- \$3,641(6/13/03) & \$9,619.72 (7/28/03) payments made for tranches 1 & 2 deliverables.	\$100,000	\$100,000	\$13,261	\$86,739
29	SO6/ Proj. Prep. Trust	SH,NM/Guzman	2/06/03 -- TO 29 received (2/06/03), GA signed (2/27/03), pre-award survey undertaken & systems cleared. 5/27/03-8/26/03 -- \$4,396 payment made on 16/04/03 for tranche 1 deliverables. Task 2 implementation in progress. 9/05/03 -- \$35,544 payment made following MTI receipt, review, acceptance of tranche 2 deliverables.	\$120,000	\$120,000	\$39,940	\$80,060
30	SO6/ Cope Housing Assoc.	SH,NM/Guzman	2/06/03-2/25/03 -- TO No. 30 received (2/06/03). GA negotiated, pre-award survey undertaken and agreement signed (2/14/03). 3/26/03-9/30/03 -- GA Amendments 2 & 3 signed. \$43,266.69 (3/21/03), \$58,923.69 (5/20/03) & \$76,475.58 (8/06/03) payments made for tranches 1, 2 & 3 deliverables.	\$190,000	\$190,000	\$178,666	\$11,334
31	RUDO/ AMICAALL	SH,NM/Guzman	3/26/03-4/20/03 -- TO31 received (2/10/03). GA negotiated, pre-award survey undertaken. Agreement signed (4/16/03). 6/24/03-9/30/03 -- \$2,712 payment made for tranche 1 deliverables.	\$30,000	\$30,000	\$2,712	\$27,288
32	ILGM	NM/Ndlovu	9/30/03 -- TO 32 received (9/15/03), Grant negotiations in progress. Pre-award financial review scheduled for Monday, 29/09/03	\$150,000	\$0	\$0	\$0
Subtotal - Grants				\$2,781,726	\$2,631,726	\$1,973,146	\$658,580
Training							
1	SO6	FB/Guzman	Current -- Task Order to support Dr. Nkem-Abonta attendance at Harvard course, received on 10/04/01, complete. Close out pending provision of TrainNet software by USAID.	\$16,000	\$14,945	\$14,945	\$0
2	RUDO	BD/Kolker	Current -- Task Order to support AUHF annual general meeting, received on 10/05/01, complete. Close out pending provision of TrainNet software by USAID.	\$6,000	\$6,000	\$6,000	\$0
3	SO6	BD/Guzman	Current -- Task Order to support Uwits housing finance training program, received on 10/10/01, complete. Closeout pending provision of TrainNet software by USAID.	\$179,992	\$140,323	\$140,323	\$0

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Task Order	USAID Fund. Source/Task Summary	MTI Task Manager/USAID Contact	Status	USAID Budget Allocation	MTI Committed Amount	MTI Disbursed Amount	MTI Undisbursed Balance
4	DEAT	SH/Black	Current -- Task Order to support U. Stellenbosch climate change capacity building program, received 1/08/02, complete. Close out pending provision of TrainNet software by USAID.	\$227,000	\$227,000	\$227,000	\$0
5	RUDO	FB/Guzman	Current -- Task Order to support M. Shipanga attendance at Harvard course, received on 01/15/02, complete. Close out pending provision of TrainNet software by USAID.	\$5,000	\$5,000	\$5,000	\$0
6	SO6	FB,BD/Black	Current -- Task Order to support NYU student assistance to Uwits, received on 03/05/02, complete. Close out pending provision of TrainNet software by USAID.	\$5,000	\$4,618	\$4,618	\$0
7	SO6	FB/Kolker	Current -- Task Order to support TV Pillay attendance at GFOA conference in Denver, received on 04/04/02, completed. Close out pending provision of TrainNet software by USAID.	\$500	\$380	\$380	\$0
8	SO6	FB/Ndwandwe	Current -- Task Order to support attendance of three municipal officials at GSU course, received on 04/17/02, completed. Close out pending provision of TrainNet software by USAID.	\$25,000	\$20,860	\$20,860	\$0
9	DoF	FB/Kolker	Current -- Task Order to support M. Ndimande attendance at GSU course, received on 04/19/02, completed. Close out pending provision of TrainNet software by USAID.	\$15,000	\$10,862	\$10,862	\$0
10	SO6	FB/Guzman, Black	Current -- Task Order to support T Adler, JHC training in US, received on 05/29/02, completed. Close out pending provision of TrainNet software by USAID.	\$3,100	\$3,085	\$3,085	\$0
11	SO6	FB/Guzman	Current -- Task Order to support HIV/AIDS and housing workshop, received on 05/22/02, completed. Close out pending provision of TrainNet software by USAID.	\$1,200	\$920	\$920	\$0
12	SO6	FB/Kolker	Current -- Task Order to support C. Glover bank development training, received on 05/24/02, completed. Close out pending provision of TrainNet software by USAID.	\$400	\$288	\$288	\$0
13	SO6	FB/Guzman	Current -- Task Order to support P Molefe attending the "Empowering Communities for a sustainable future" course, received on 8/12/02, completed. Close out pending provision of TrainNet software by USAID.	\$600	\$437	\$437	\$0
14	SO6	FB/Guzman	09/11/02 -- Task Order to provide GMAC grantee training on USAID indicator tracking, received. 3/20/02-present -- Following up close out, training evaluation, and biodata forms from all participants.	\$7,010	\$7,005	\$7,005	\$0
15	SO5	FB/Kolker	Current -- Task Order to support DCA training workshop, received on 10/03/02, completed. Close out pending provision of TrainNet software by USAID.	\$1,000	\$738	\$738	\$0
16	SO6	BD/Guzman	4/29/03 -- Task Order to assist Econ. Devt Working Group of South Africa Cities Network, issued on 10/28/02, closed out.	\$9,673	\$9,673	\$9,673	\$0
17	SO6 & DEAT/ Bogota transport. Conference	FB/Knight	1/08/03 -- Task Order to support attendance at Bogota transportation conference received. 2/14/03 -- \$72.50 payment made to HTH worldwide for HAC for 1 late participant. Sent training evaluations and expense reimbursement 4/7/03 -- Final reimbursement payment made into 8 participants bank accounts totalling R2,693.02, notified by fax. 7/23/03 -- Following up training evaluation and expense reimbursement forms.	\$56,000	\$35,545	\$32,906	\$2,639*
18	SO6/ Durban waste man. education bus	BD/Ndlovu	1/27/03 -- Task Order received with TOR, 3 candidates identified, and \$25,000 budget. 1/28/03-4/08/03 -- MTI issuance of RFQ pending SOW clarification by USAID and City of Durban staff. 4/09/03 -- Clarifications received and RFQ issued to identified 3 candidate firms with 5/09/03 closing date. 5/09/03-6/19/03 -- One proposal received from Capilano Industries by closing date. TEC convened on 5/28/03, and Capilano found responsive subject to clarification. BAFO requested and received on 6/11/03, and cost evaluation undertaken. 7/10/03 -- R281,423 (\$42,000 ceiling) contract awarded to Capilano. Contractor work underway. 8/13/03 -- ZAR 70,356 (\$9,758.37) payment made to contractor following MTI/USAID receipt, review, acceptance of deliverable 1. 9/26/03 -- Bus renovation complete and under review by City of Durban for preliminary acceptance.	\$42,000	\$42,000	\$9,758	\$32,242
19	SO6/ Morocco Global Summit attendance	FB/Wines	5/21/03 -- Task Order received with \$5,000 budget. Contacted participant with all necessary documentation. 6/20/03 -- Payments completed: \$72.25 for HAC insurance; \$350 for registration; \$416 for accomodation; \$409.50 MIE. Participant organised her own visa and agreed we will reimburse ticket and other expenses on return. 7/23/03 -- Hotel accomodation paid by participant as hotel had no record of payment, awaiting original invoices for final reimbursement.	\$5,000	\$3,140	\$3,140	\$0

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Task Order	USAID Fund. Source/Task Summary	MTI Task Manager/USAID Contact	Status	USAID Budget Allocation	MTI Committed Amount	MTI Disbursed Amount	MTI Undisbursed Balance
			8/25/03 -- Final expense reimbursement of R16,962.59 (\$2,308.09) completed.				
20	SO6/ JHC housing exchange	FB/Wines,Ndlovu	5/30/03 -- Task Order received with \$17,000 budget. Contacted JHC to get names of participants. 6/18/03 -- Received names of South African participants, sent all necessary documents for completion. Awaiting details of travel and agenda 7/23/03 -- Received Health insurance cards, apyment of \$241.00 for insurance; sent training info to USAID for IAP-66 forms. 8/22/03 -- Travel arrangements completed, awaiting IAP-66 forms from USAID. 9/26/03 -- Visa applications submitted, tickets printed, per diem payments of R11,352.90 made, final arrangements underway.	\$17,000	\$17,000	\$1,793	\$15,207
21	DPLG/ Local Agenda 21 workshop	FB,BD/Ndlovu	6/02/03 -- Task Order received with R130,000 budget. 6/02/03 -- MTI draft TOR prepared and provided to USAID and DEAT for comment prior to issuance of RFQ. 6/23/03-7/23/03 -- Awaiting requested DEAT clarifications. 7/25/03-8/18/03 -- Source selection process undertaken through simplified acquisition involving 5 candidates. Two proposals received and Shikanda Event Management recommended for assignment following MTI/USAID technical/cost review. 8/18/03-8/21/03 -- R88,350 (ceiling \$20,000) contract with Shikanda negotiated and awarded. Contractor work underway. 8/29/03 -- R13,500 (\$1,985.85) payment made following MTI/USAID receipt, review, and acceptance of Deliverable #1. 9/18/03 -- Contract amended to increase budget to R93,349.19 due to incncrease in attendance with no change in \$20,000 ceiling price. 9/24/03 -- Contract amended to increase budget to R100,865.00 with no change in \$20,000 ceiling price. 9/24/03 -- R27,500 (\$3,973.75) payment made following MTI/USAID receipt, review, and acceptance of Deliverable #2. Deliveralbe #3 received.	\$20,000	\$20,000	\$5,960	\$14,040
22	SO5/ ACIA	FB/Mamba	8/5/03 -- Task Order received with R31,500 (\$4,850) budget. 9/30/03 -- Payment of \$72.25 made for HAC insurance	\$4,850	\$1,430	\$72	\$1,358
23	SO6/DEAT	FB/Knight	8/28/03 -- Task Order received with \$1,200 budget. Information and original invoice requested from participant. 9/8/03 - 9/19/03 -- Lwazi Tyani attended SHEBA course in Pretoria. 9/17/03 -- Payment of R6348 (\$907) made to Advantage ACT for SHEBA course. 9/29/03 -- Training evaluation form sent to participant.	\$1,200	\$907	\$907	\$0
24	SO6/DEAT Green Procurement	FB/Knight	8/28/03 -- Task Order received with R33,000 (\$5,000) budget. Contacted participant to make all of the arrangements. 8/29/03 -- Tickets printed and set directly to participant; Received HAC number, payment of \$72.25 made for HAC insurance; awaiting full 09/17/03 -- Payment of R9547.65 (\$1,322.50) for per diems into participant's account 09/21/03-09/25/03 -- Sandile Tyatya attended International Workshop on Energy Efficient Government Purchasing in Beijing, China	\$5,000	\$3,114	\$1,395	\$1,719
Subtotal - Training				\$653,525	\$575,270	\$508,064	\$67,205
Monitoring and Evaluation							
1	Ongoing PME services	SH/Ndlovu,Wines	10/22/01 -- Task Order received with TOR. 10/22/01-11/5/01 -- Source selection process undertaken through simplified acquisition involving 3 candidates. Donna Podems selected. 11/5/01-12/3/01 -- \$36,460 contract with D. Podems negotiated and awarded. 1/22/01-2/26/01 -- Work Order #1 issued based on SO6 TOR; work performed and \$3088 payment made following MTI/USAID receipt, 7/16/02-8/3/02 -- Work Order #2 issued based on SO6 TOR; work performed and \$402.75 payment made to contractor following MTI/USAID receipt, review, and acceptance of deliverables. 8/23/02 -- Work Order #3 issued based on SO6 TOR; contractor work underway; deliverables due 9/23/02. 8/23/02 -- Work Order #3 for grant system evaluation approved by USAID and sent to DP. 11/12/02 -- \$3,720.15 payment made to contractor following MTI receipt, review, and acceptance of deliverables for WO #3 ; 1/9/03 -- \$1383.20 payment made following MTI receipt, review, and acceptance of deliverables for WO#4 and invoice. 4/8/03 -- WO#5 with \$1229 NTE budget for GMAC DQA plan assistance issued based on MTI TOR with CTO approval. 7/7/03 -- \$794 payment made following MTI receipt, review, and acceptance of deliverables and invoice for WO #4.	\$36,460	\$10,256	\$10,256	\$0

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Task Order	USAID Fund. Source/Task Summary	MTI Task Manager/USAID Contact	Status	USAID Budget Allocation	MTI Committed Amount	MTI Disbursed Amount	MTI Undisbursed Balance
2	SO6/ Credit program monitoring services	SH/Wines	1/09/02 -- Task Order received with TOR and 14 candidates identified. 1/9/02-2/11/02 -- Source selection process undertaken through simplified acquisition. GCR recommended for assignment following MTI/USAID TEC/cost evaluation. 2/11/02-2/28/02 -- \$60,762 contract negotiated with GCR, RCO approval received, award made. Work Order #1 issued and contractor work commenced. 12/20/02 -- ABSA Bank, INCA, FirstRand and Johannesburg reports received. Investec report to follow in Jan. 2003. 1/30/03 -- \$4,845 progress payment made for completion of semi-annual deliverables. 3/10/03 -- \$1,339.50 progress payment made for completion of semi-annual deliverable for Investec. 7/25/03-9/5/03 -- RCO consent to extend contract through 9/15/04 requested/received. Contract amended accordingly and Work Order #2 issued for continued review of 6 existing institutions. 9/17/03 -- Semi-annual reports received for INCA, NEDCOR, FirstRand; invoice pending.	\$90,000	\$60,762	\$11,030	\$49,733
3	DWAF	FB/Guzman	2/25/03 --Task Order for Bushbuckridge Project mid-term evaluation, received on 05/22/02, closed out.	\$23,544	\$23,544	\$23,544	\$0
4	SO6/ Indicator study	FB,BD/Wines	10/07/02 -- Task Order received with TOR, 6 candidates identified, and immediate time frame for delivery. 3/24/03 -- Close out initiated.	\$20,000	\$16,039	\$16,039	\$0
5	SO5/ SO5 data quality assessment	JRK,SH/Kolker	10/15/02 -- Task Order received with TOR and immediate time frame for delivery. 11/20/02 -- Amended Task Order received altering the TOR and increasing the budget from \$50,000 to \$60,000. 12/3/02-1/17/03 -- Source selection undertaken through simplified acquisition with 6 candidates. 1/15/03 -- Task Order Amendment #2 received increasing budget to \$77,100. 1/17/03 -- \$77,069.48 Contract negotiated and awarded to Khulisa Management Services. Work underway. 4/25/03 -- \$15,413.90 payment made following MTI/USAID receipt, review, and acceptance of Deliverable #1 (Work Plan). 5/21/03 -- \$38,534.74 payment made following MTI/USAID review, and acceptance of Deliverable #2 (Draft report). 5/21/03 -- \$23,120.85 payment made following MTI/USAID review and acceptance of final Deliverable #3. Close out initiated.	\$77,100	\$77,069	\$77,069	\$0
6	SO5		6/18/03 -- Task Order to evaluate the SO5 GEAR project, received on 11/1/02, closed out.	\$10,526	\$10,526	\$10,526	\$0
7	SO5/ SAI BL project evaluation	JRK,SH/Mamba	2/10/03 -- Task Order received with TOR, budget, and 9 candidates. 2/12/03 -- Amended TOR received; solicitation through simplified acquisition being drafted. 3/26/03 -- 4/23/03 Source selection undertaken through simplified acquisition involving 9 firms. 4/23/03-4/30/03 -- ZAR 317,475 contract with a \$60,000 NTE ceiling negotiated and awarded to KNC; work underway 6/5/03 -- ZAR 80,000 (\$10,592) payment made to contractor for Deliverable #1 (Work Plan) and ZAR 120,000 (\$15,888) for Deliverable #2 (Draft Report) following MTI/USAID receipt/review/acceptance. 7/11/03 -- ZAR 117,475 (\$16,000) final payment made following MTI/USAID review/acceptance of deliverable #3 (Final Report); close out initiated.	\$60,000	\$60,000	\$42,480	\$17,520
8	SO6/ SO6 data quality assessment	SH/Knight	6/12/03 -- Task Order received with TOR and budget of R525,000; NTE dollar budget pending. 6/19/03 -- Meeting held to clarify TOR; MTI to redraft TOR for final SO6 approval prior to source selection. 6/30/03 -- 7/30/03 -- Source selection undertaken through simplified acquisition involving 7 firms. 7/30/03 -- TO Amendment No. 1 received setting NTE dollar cap to \$78,000. 7/31/03-8/4/03 -- R525,000 (NTE \$72,000) contract negotiated and awarded to Khulisa Management Services. 9/18/03 -- Invoice for R367,500 received; payment pending USAID review/acceptance of deliverables #1-3.	\$78,000	\$72,000	\$0	\$72,000
Subtotal - Monitoring and Evaluation				\$395,630	\$330,197	\$190,944	\$139,252
Contract Grand Totals				\$6,242,811	\$5,557,789	\$4,065,837	\$1,491,952

*The disbursement data reported in this table, which reflect actual VAT-inclusive MTI programmatic disbursements to subcontractors, subgrantees, and training participants through 9/30/03, slightly exceed the figures shown in Attachment B: Financial Data Sheet, which are based on reimbursement vouchers submitted to USAID.